

U.S. Department
of Transportation

United States
Coast Guard



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United States Coast Guard

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COMDTNOTE 3100

JUL 15 2002

CANCELED:

JUL 15 2003

COMMANDANT NOTICE 3100

Subj: STATION SUPPORT PETTY OFFICER

Ref: (a) Project Kimball Report

1. **PURPOSE.** This Notice defines the position of a Support Petty Officer (SPO) at Coast Guard boat stations. A SPO is intended to shift finance, supply, and administrative work from the command cadre to an administrative position.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall comply with the provisions of this Notice. Internet release authorized.
3. **DIRECTIVES AFFECTED.** This Notice will be incorporated into the next change to the U.S. Coast Guard Station Operations Manual, COMDTINST M3100.6.
4. **POLLUTION PREVENTION (P2) CONSIDERATIONS.** Pollution Prevention considerations were examined in the development of this directive and have been determined to be not applicable.
5. **DISCUSSION.**
 - a. The Project Kimball Study Team (PKST) validated the need for improved administrative, finance, and supply support at stations previously identified in the 1989 Station Staffing Study and 1990 Small Boat Staffing Study. The PKST and previous studies recommended adding a SPO position to station personnel allowance lists (PALs) to shift finance, supply, and administrative work from the command cadre to an administrative position. The addition of a SPO will free up the command cadre so that they can focus their time and energies on operational and support issues more closely aligned with their expertise and experience.

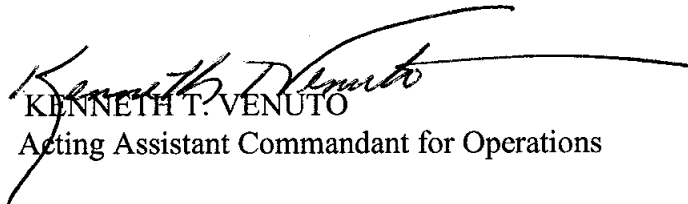
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- b. Stations exist to provide Coast Guard mission related services to the maritime public. Stations are staffed and organized to support assigned operational missions. They are, by definition and design, "non-administrative shore units". Operational experience and expertise are the primary criteria used to screen station command cadre. The position of SPO has been created to reduce/eliminate the station finance, supply, and administrative workload from the station's command cadre.
- c. The SPO positions will be Storekeeper (SK) billets. These positions are dayworker positions and **not** intended to be station dutystander positions.
- d. SPO billets will be phased in over several years as funding permits. Existing SK administrative billets on stations PALs are considered to be SPOs, unless these billets are designated in support of a specific program, such as Housing. Stations collocated with a group or ISC will not receive this position as the group or ISC will assume this function for the station. Over time, the title of "Executive Petty Officer" will change to reflect elimination of nonessential finance, supply, and administrative responsibilities, and increased emphasis on operations preparation (e.g. training and evaluation) and execution.

6. **FORMS/REPORTS.** None.


KENNETH T. VENUTO
Acting Assistant Commandant for Operations

Encl: (1) SPO Job Description.

SPO Job Description**Primary Duties**

Assignment of	Commanding Officers and Officers-In-Charge (CO/OINC) may task an SPO with any of the duties listed below.
Conditions	Collateral duty tasks may be assigned on an ad hoc basis as long as those tasks do not interfere with the SPO's primary responsibilities.
<i>SPO (Support Petty Officer)</i>	<p>The SPO (if assigned) will perform the following duties:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budgeting and accounting for, purchase/requisition, receipt, inspection, issue, stowage and preservation, packaging, shipment, disposal of, reutilization, and performance of inventory control for all property, equipment, supplies and materials belonging to the unit(s). <input type="checkbox"/> Maintenance of all allowance documentation, and preparation of configuration change reports and allowance change requests; preparation of public vouchers, transportation requests and shipping documents. <input type="checkbox"/> Performance of traffic management/transportation functions including shipments, inspection, reservation, service orders and claims relating to Government and Personnel Personal Property. <input type="checkbox"/> Preparation of returns covering the receipts and expenditures of public monies. <input type="checkbox"/> Operation of office labor saving devices and automated data processing equipment. <input type="checkbox"/> Preparation and maintenance of required forms, records, publications, correspondence, reports, and files. <input type="checkbox"/> Procuring, receiving, stowing, issuing, shipping, disposing of, accounting for, and while in the SPO's custody, maintaining all stores and equipment of the assigned unit(s), except as otherwise prescribed in appropriate directives or regulations. <input type="checkbox"/> Performing the allotment accounting functions of the unit(s) assigned.

SPO Job Description (continued)

- ❑ Inspecting services and materials received under contract or order calling for inspection on delivery, unless this function has been specifically assigned in writing by the OIC/CO to another department having technical jurisdiction over the services or material.
 - ❑ When specifically designated by the Commandant, the SPO shall function as the authorized certifying officer, assistant disbursing officer, or cashier of the unit. This includes the procurement and disbursement of official funds for the Coast Guard, the payment of personnel, and payment for materials and services procured by the Coast Guard, in accordance with procedures prescribed in the Comptroller Manual.
 - ❑ Specific SPO duties and responsibilities **may** include, but not be limited to, the following:
 - LUFS or other ledger updates
 - IMPAC verification report
 - Requisitions and procurements including automated requisitions, procurement requests (PRs), and any related research.
 - Mail usage reports
 - UPH usage reports
 - Property reports and surveys
 - Reenlistment interviews (associated paperwork only)
 - PI/MI inspection follow-up
 - CDAR follow-up & aftercare – requires training
 - GSA vehicle report
 - Inventory management
 - Mutual Assistance
 - Combined Federal Campaign
 - Enlisted evaluations (EPES) – (coordination only)
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SPO Job Description (continued)

SPO duties for some of the above tasks will be limited to administration and coordination only (UPH usage report, PI/MI inspection follow-up, documentation of UCMJ proceedings). The station CO/OINC or other assigned departments heads are still responsible for certification of these documents/tasks.

- ☐ Performing other collateral duties as assigned by the station CO/OIC.
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